



## **Minutes of Kemerton Parish Council Annual Meeting**

**held at the Victoria Hall on Monday 11<sup>th</sup> May 2026 at 7.00pm**

**Those Present:** Cllr Lisa Croft (Chairman)  
Cllr Emma Edwards  
Cllr Christina Kulukundis

**Parish Clerk** Carol Chambers  
**Parishioners** None

### **1. Appointment/ Election of Chairman.**

It was moved, seconded and **RESOLVED** that Cllr Croft be Chairman for this meeting. It was noted that Cllr Croft would step down at the next meeting when a new Chairman would be elected for 2026/2027. The Declaration/Acceptance of Office would be signed at the meeting to be held on 6<sup>th</sup> July 2026

### **2. Apologies For Absence.**

Apologies were received from: Cllr Clive Carver (Vice Chairman) Cllr Oliver Alexander Cllr David Bulley, Cllr Adrian Darby OBE

### **3. Declaration Of Interests**

None

### **4. Minutes of the Previous Meetings**

The Minutes of the Annual Meeting held on 13<sup>th</sup> May 2025 were circulated with the agenda.

It was moved, seconded and **RESOLVED** that the minutes of the meeting held on 13<sup>th</sup> May 2025 (which are annexed to these minutes) be adopted as a true record.

### **5. FINANCIAL REPORT - *Original papers were available at the meeting***

#### **5a March Year End Report 2025/2026**

The Clerk had previously emailed all Councillors the report for March 2026 year end. Hard copies were available at the meeting. The report contained March 2026 Bank Reconciliation and Budget – v- Actual figures with explanatory notes and the internal auditors report (available on the website). It was moved, seconded and **RESOLVED** that the year end report for March 2026 be adopted as a true record.

Notes: **Receipts:** The overall budget for income was £15,552  
 Additional income overbudget was £8,627

**Budget 2025-2026**  
**Actual -V- Budget Year to Date**  
**Year End 2026 Analysis**

<b>Income</b>	<b>Budget Receipts 2025-2026</b>	<b>Actual Nett April 2025 - March 2026</b>
Misc		
Precept	10,815.00	10,815.00
District Grant	292.00	292.00
Lengthsman	2,260.00	2404.01
Grass Cutting Rooftop	475.00	489.25
Grass Cutting WDC	1,700.00	1,727.22
Loan/Misc Pension Refund	NIL	NIL
Interest	10.00	NIL
West Mercia Police New VAS Sign Grant	NIL	NIL
PAYE Refund	NIL	NIL
VAT refund	NIL	1,403.06
CIL		7,049.11
<b>Total</b>	<b>15,552</b>	<b>24,179.65</b>

<b>Outgoings</b>	<b>Budget Payments 2025-2026</b>	<b>Actual Nett April 2025 - March 2026</b>
Salary	3,950.00	4,070.60
HMRC	Inc above	
Insurance	721.00	632.26
Admin expenses	250.00	117.88
Election	300.00	nil
Bank Charges	10.00	46.75
VAS running cost	NIL	NIL
Grass	4,000.00	0.00
Repairs and Maintenance/Bins	500.00	389.48
Lengthsman	2,260.00	2,496.00
Lengthsman KPC contribution	236.00	4.05
Notice Board & Benches	90.00	45.00
Bus Shelter Cleaning	420.00	420.00
Grant Donation Village Hall	50.00	40.00
Audit Fees	200.00	200.00
Training Calc	Nil	40.00
Subscriptions Calc	260.00	262.34
Subscriptions ICO	35.00	47.00
Replace reserve	500.00	TBA
Loan - PWL	882.00	881.90
Contingency	500.00	0.00

Village Hall Hire	40.00	100.00
RBL Wreath	40.00	25.00
1 New VAS Sign	600.00	2,249.99
Web Site & Email Subs		260.00
Misc Expenses/Gifts		157.44
<b>Total</b>	<b>15,844</b>	<b>12,485.69</b>

**Payments:** The overall budget for payments was set at £15,844.

The actual payments made totalled £12,485

The Actual **Underspend** was £ 3,357

**Notes on Overspend on Budget Items.**

**Lengthsman** overbudget due to timings of payments to the Lengthsman and Receipts from WCC.

**New Vas Sign** was budgeted for £600.00 the overspend on this budget item is £-1,649.99

**Payments not made in 2025-2026:** Grass Cutting Richard Jones £4,000.00

**Overview** of Expenditure for 2025-2026, although the Council had managed to stay within the initial budget for 2025-2026. Any nonbudgeted items and overspends are mainly covered by the Contingency Budget.

**Explanation:** It is noted that the underspend of £3,357 would not be enough to pay for the Grass Cutting invoice within 2025-2026 year, this is due to the Overspend on the new VAS Sign.

5a **Treasurers Account: Bank Reconciliation Year End March. 2026**

				Receipts	Payments
Treasurers Account B/F from Previous Statement				7,220.98	
<b>Add Receipts</b>					
Transaction Date	Transaction Type	Transaction Description			
20/01/2026	BGC	WORCESTERSHIRE CC Lengthsman		260.00	
<b>Less Payments</b>					
Transaction Date	Transaction Type	Transaction Description			
05/03/2026	V019	9931	Worcestershire Calc		48.00
05/03/2026	V020	SO-UK07123	ElanCity		2,699.99
05/03/2026	V021		David Gray		16.43
17/03/2026	March		SERVICE CHARGE		4.25
24/03/2026	March		DAVID GRAY		243.00
24/03/2026	March		MRS CAROL CHAMBER		339.30
<b>Sub Totals</b>				<b>7,480.98</b>	<b>3,350.97</b>
<b>Treasurers Account</b>	<b>Bank Reconciliation Year End as at 31st March 2026 as per Bank Statement</b>			<b>4,130.01</b>	

**Bank  
Reconciliation**

**March. 2026**

**Savings Account**

Savings Account B/F from Previous Statement		<b>12,662.85</b>
<b>Add Receipts</b>	09/03/2026 INTEREST (GROSS)	4.86
<b>Savings Account Year End as at 31<sup>st</sup> March 2026 as per Bank Statement</b>		<b>12,667.71</b>

**Payments over £100.00 in March 2026**

05/03/2026	V020	SO-UK07123	ElanCity	<b>2,699.99</b>
24/03/2026	March		DAVID GRAY	<b>243.00</b>
24/03/2026	March		MRS CAROL CHAMBER	<b>339.30</b>

**5b Receipts and Payments April 2026**

**Receipts April 2026**

Transaction Date	Transaction Type	Transaction Description	Amount
14/04/2026	BGC	HMRC VAT Refund	693.94
27/04/2026	BGC	WORCESTERSHIRE CC Lengthsman	44.22
27/04/2026	TRF	Transfer from Savings Account	1,000.00
27/04/2026	BGC	Precept 1st Instalment	5,886.00

**Payments April 2026**

Transaction Date	Transaction Type	Transaction Description	Amount
20/04/2026	PAY	SERVICE CHARGE	4.25
24/04/2026	April	MRS CAROL CHAMBER	347.76
24/04/2026	April	David Gray	243.00
27/04/2026	V001	Richard Jones-Grass Cutting 2025-2026	4,800.00
27/04/2026	V002	DAVID GRAY Notice Board & Benches	45.00
27/04/2026	V003	Victoria Hall April & May Booking	24.00

c) **Bank reconciliation as at 30<sup>th</sup> April 2026. Original papers were available at the meeting**

**Treasurers Account Balance as at 30<sup>th</sup> April 2026 as per Bank Statement £6,290.16**

**Savings Account Balance as at 30<sup>th</sup> April 2026 as per Bank Statement £11,673.09**

d) Budget to date. Budget Review to date update to **30<sup>th</sup> April 2026**

<b>Budget 2026-2027 (current year)</b>	<b>Actual to Date</b>
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Receipts	16,301	7624.16
Payments	16,301	4,66.01

e) **Payments over £100.00 April 2026**

Transaction Date	Transaction Type	Transaction Description	Amount
24/04/2026	April	MRS CAROL CHAMBER	347.76
24/04/2026	April	David Gray	243.00
27/04/2026	V001	Richard Jones-Grass Cutting 2025-2026	4,800.00

It was moved, seconded and **RESOLVED** that April 2026 accounts be approved.

f) ***The following list of Standing Orders and Direct Debits were reviewed by the Council.***

It was moved, seconded and **RESOLVED** that the list be approved for 2026-2027.

List of Direct Debits	Recipient	Frequency
	ICO	ANNUALLY
	PUBLIC WORKS LOAN	HALF_YEARLY
List of Standing Orders	Recipient	Frequency
	David Gray	LENGTHSMAN MONTHLY
	MRS CAROL CHAMBERS	MONTHLY

g) The Clerk had tabled at the meeting a list of Administration expenses including receipts  
It was moved, seconded and **RESOLVED** to refund the Clerk £59.89.

**6. Review Kemerton Parish Councils Policies**

The Clerk had circulated with the agenda the list of all Councils Policies and Procedures.

The Clerk explained that parish council policies and procedures ensure legal compliance, transparency, and effective management of public funds. Key documents, typically reviewed annually, include Standing Orders for meeting conduct, Financial Regulations for spending, and a Code of Conduct for members, ensuring all actions are transparent and legally sound. The Clerk confirmed that she had checked that all Kemerton Parish Council Policies are current and up to date and available to view on Kemerton Parish Councils website. It was moved, seconded and **RESOLVED** that the following policies be approved.

**Essential Policies & Procedures**

- Standing Orders: Rules governing the procedural conduct of council meetings.
- Financial Regulations: Guidelines for managing the council's financial affairs, including budget setting and auditing.
- Code of Conduct: Ensures members act with integrity and uphold public trust.
- Freedom of Information (FOI) Act 2000: Procedures for handling information requests.
- Risk Assessment Policy: Identifies, evaluates, and manages risks, including a risk register.

**Administrative & Operational Policies**

- Data Protection/GDPR Policy: Procedures for managing resident data.

- Complaints Procedure: Specific steps for handling formal complaints against the council.
- Document Retention & Disposal Policy: Rules for storing and destroying documents.
- Risk Assessment: Ensuring safety of information and for staff and public.
- Asset List: Schedule of Physical Assets
- IT Policy: the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.
- Complaints Procedure: The way the council manages any report of a problem with the service you are getting or trying to get from the council, or a problem with things that the council does or doesn't do, is via a complaints procedure.

## 7. Election Of Vice Chairman.

Councillor Carver had officially stated in writing that he would agree, if nominated to be Vice-Chairman for the next municipal year. It was moved, seconded and **RESOLVED** that Cllr C Carver be elected as Vice Chairman for the municipal year 2026-2027 at the meeting to be held on 6<sup>th</sup> July 2026.

## 8. Allocation and Confirmation of Roles within the Council

The Clerk had circulated with the agenda the names of Councillors who were appointed to their relevant groups in 2025/2026. It was moved, seconded and **RESOLVED** that the following Councillors be appointed to the relevant group for 2026-2027 as per the list below

- |   |                              |
|---|------------------------------|
| a. Finance Officer.                               | Cllr Alexander               |
| b. Bredon Hill Conservation Group Representative. | Cllr Kulukundis              |
| c. Victoria Hall Representative.                  | Cllr Edwards                 |
| d. Area CALC Representative.                      | Cllr Carver                  |
| e. Grass Cutting Representative.                  | All Councillors              |
| f. Risk Assessment                                | All Councillors              |
| g. Planning and Development.                      | Cllr Croft & Cllr Kulukundis |

## 9. Annual Return and Governance for 2025-2026

The Clerk has circulated with the agenda the following reports were circulated with the agenda

- a. Internal Auditor Report 2025-2026. The Council noted that all points had been satisfied.
  - b. Internal Audit Form 2 (page 4) Signed by the Internal Auditor. Signed by Internal Auditor and Noted.
  - c. Annual Governance Statement (page 5) 2025-2026. Approved. Signed by Chairman and Clerk.
  - d. Accounting Statement Section 2 (page 6) 2025-2026. Approved. Signed by Chairman and Clerk.
  - e. Notice of Public Rights Notice 2025-2026. Noted, signed and placed on the Public Notice Board.
- It was moved, seconded and **RESOLVED** the above Annual Return and Governance statements were approved and signed at the meeting by the Chairman and the Clerk.
- f. Certificate of Exemption Form 2 (page 3) 2025-2026. It was moved, seconded and **RESOLVED** that the Council submit the Certificate of Exemption (page 3) to the external auditor.

## 10. Planning Applications and Decisions

The Clerk has circulated with the agenda planning applications received between meetings and commented on via email

Application Number W/26/00452/HP

Applicant Mr W Davis

Location Address Malvern View Kemerton Road Kemerton Tewkesbury GL20 7JB

Proposal Erection of a detached carport and garage with storage above.

NO OBJECTION VIA EMAIL

It was moved seconded and **RESOLVED** to ratify the comments submitted to WDC.

Application Number : W/26/00816/FUL Associated Ref:W/22/02463/FUL

Location: Park Farm Court, Jobs Lane, Kemerton

Description of Proposal: Variation of condition 2 (approved plans), condition 3(external facade details), condition 4 (land contamination), condition 5 (cycle parking), condition 7 (highway improvement works), condition 9 (drainage and water management strategy) and condition 11 (management plan for green infrastructure area) of planning permission reference W/22/02463/FUL

Cllr Kulukundis and Cllr Darby declared an interest as they their land is adjacent.

NO OBJECTION VIA EMAIL. It was moved seconded and **RESOLVED** to ratify the comments submitted to WDC.

**11. Date Of Next Meeting will be held on 6<sup>TH</sup> July 2026 at the Victoria Hall 7.pm**

Chairman of the Meeting

Cllr L Croft

Draft to be Approved